

8. BUILDING PROGRAM SUMMARY

8.1 BACKGROUND

The building program for the Victoria Gardens Library is built on the recommendations endorsed by the Library Planning Committee during the Needs Assessment process, on the Library Plan of Service and on the Space Needs Analysis in Chapter 7.

The goal is to plan a facility that meets the community's primary requirements of providing increased space for collections, additional reader seats, and library programming space, while meeting the needs of rapidly changing information technologies. Additional goals include maximizing staff efficiency, and providing adequate working space for library personnel as well as meeting current fire, life safety and disabled access guidelines.



The Building Program's goal is to provide the spaces required to meet the Library Plan of Service, and as noted in the Space Needs Analysis, within the guidelines approved by the City. These are to provide:

- ☐ Space for a 81% increase in print materials to a collection of 1.8 volumes per capita;
- ☐ Space to increase audio-visual collections to hold a collection of over 14,000 items;
- ☐ Space for a dedicated young adult area;
- ☐ Space for a computer training center that will be accessible from the multipurpose center during hours when the library is closed;
- ☐ Space for a quiet study area and a building with acoustical control and spatial organization that will promote quiet study space for those who want it;
- ☐ Space for group study and tutoring;
- ☐ Reader seats of sufficient variety and quantity, including lounge seats, study carrels, and tables;
- ☐ A hands-on computer training room;
- ☐ A circulation area that accommodates innovations in self help for cost effective management, including patron sorting areas and self check stations;
- ☐ A highly visible information service desk that will effectively serve the informational needs of adults and children;
- ☐ Disabled accessibility throughout the facility and at two accessible technology stations and two reader tables, providing accessible locations for every service provided in the library;
- ☐ Space for new programs which are collaborative efforts with other community agencies in the "Back to Basics" Learning Center, the Homework Center and the Technology Center;
- ☐ Sufficient work space for effective staff operation;
- ☐ Organize spaces to maximize staff efficiency;
- ☐ Workstations for a staff of 7 full time employees, and an additional 4 workstations along with 7 task workstations for shared functions for the 8.75 full time equivalent employees;
- ☐ A separate area for a Friends of the Library Book Store; and
- ☐ An energy efficient use of fenestration and spacing to help keep operating costs low

These concepts and visions were translated into specific user spaces, collection areas, and back of house support space during the space needs analysis and preliminary programming process. At the end of the Needs Assessment process, the preliminary space needs requirement called for a facility of approximately 22,300 square feet.

8.2 PROGRAM PROCESS

This program document reflects several reviews and revisions by library staff, administration, city staff, and library trustees to insure functionality and flexibility. Staff participation has included review of furniture, equipment and shelving; adjacency recommendations; acoustical requirements; HVAC, plumbing and sprinklers; telecommunications; and security and exiting requirements.

It also reflects extensive review by the community. The proposed program and plan of service were used as presentation points to more than 15 community groups, educator committees and focus groups, where opinions were solicited, comments encouraged and adaptations to the Plan and Building Program made to accommodate some excellent suggestions and concerns.

The program goals have all been achieved and are documented in the Victoria Gardens Library Building Program, which outlines the requirements for a single story public library of 22,401 square feet. This represents 16,801 assignable square feet with a non-assignable allowance of 5,600 square feet or 25% of the total space. This circulation allowance or non-assignable space will include custodial rooms, lobbies, hallways, thickness of walls, mechanical rooms, telecommunications and electrical closets, and rest rooms. Since the major restrooms can be found in lobby shared space and not allocated in the 22,401 square feet, utilizing this 25% allowance to reach the gross square footage requirements will provide a building that is efficiently organized, meets functional and accessibility requirements, and is not overly restrictive.

The findings of the Master Plan process completed in 2001 indicated that a second library facility should be located on a site in eastern Rancho Cucamonga. The Needs Assessment of 2002 clearly dictated the residents' interest in a single story facility. Two criteria drove this location of spaces: to develop program spaces and adjacencies that provided synergy to the co-located library, theater and event or community room space and the basic need to keep staffing requirements low, a primary requisite of the program.

8.3 DIVISIONS AND SPACES

For the purposes of organizing the building program, the library is divided into 13 Divisions, representing administrative units or physical units, requiring that each space within the Division maintain proximity to other spaces within the Division. Detailed information on each space including furniture, equipment and shelving requirements and functional details is provided in Chapter 15: *Facility Space Requirements*. The following summary provides a brief overview of each Division.

8.4 COLLECTIONS AND SEATING

The Divisions include nine collection and seating areas. These are areas that will house physical collections along with various reader stations and technology stations. The nine areas are: Popular

Materials Area, Children's Library, Teen Area, Fiction Collection, Non-Fiction Collection and Seating, Periodicals Collection, "Back to Basics" Family Literacy Center, Quiet Reading Room and Information Services.

Within these nine divisions, the building will contain shelving for a collection of 102,087 print volumes with 62,947 volumes in adult materials, and 39,140 volumes in the children's collection. In addition to print volumes, the Victoria Gardens Library will hold 14,150 media items located in the Children's Area and the Browsing Area. A detailed profile of the collections is provided in Chapter 10: *The Library's Collections*.

In all cases, the shelving is calculated to recognize that some items will be in circulation, and at 102,087 volumes, the shelving will be approximately 75% full allowing the extra shelf space required for a working collection. The stack aisles will meet accessibility requirements as outlined in the General Requirements Chapter.

The collection and seating areas include 72 children's reader seats and 85 adult/young reader seats, with 18 of these reader seats in the Teen Area for a total of 157 reader seats. This total includes lounge seats and a variety of table and carrel seats in the children's and adult areas as well as 14 seats in the individual and group study rooms. In addition to the reader seats, the program includes 74 public technology workstations. Two ADA accessible technology workstations are included and two accessible reader tables (electrically adjustable) are included. These are located in the Information Services Area, and the Children's Library. A detailed profile of the distribution of user stations is included in Table 6.3: *Occupancy for Each Library Space* at the end of this chapter. A brief description of each of the collections and seating divisions follows.

Popular Materials Area. The function of the Popular Materials Area is the prominent display of new books, audio-visual items, and topical displays in order to increase access to these materials. The Popular Materials Area will contain approximately 14,000 DVD's, CD's, CD ROM's, videocassettes and Audio Books and between 2,400 new books on sloped shelf bookstore display shelving. 4,000 paperbacks will be available on convenient spinners. Two quick-use OPAC terminal will be located here.

Children's Services. This Division occupies 21% of the assignable space and includes the following: Children's Browsing Area, Children's On-Line Public Access Catalog, Children's Storytime Room, Homework Center, Juvenile Collection & Seating, Parenting, Teachers and Home Schoolers Collection, Picture Books Collection & Seating and Family Rest Room. The collections and seating will be divided into areas for young children (Picture Books Collection & Seating) and older children (Juvenile Collection and Seating) and a Homework Center. The area will house 39,140 volumes (25,478 on shelf), 20 current magazine subscriptions, and 3,500 audio-visual items (1,875 on shelf). There will be a total of 72 children's and juvenile reader seats and 14 technology workstations available. One accessible reader table and one accessible technology workstation will be available. The program area will accommodate up to 40 children for story times and craft programs. The Children's Services will include a service desk for reference, directional, and informational assistance. Adjacency must allow this desk to be combined with the Information Services desk.

"Back to Basics" Family Literacy Center. This Division represents an additional 4% of space dedicated to a special children's and family service. This area will house the "Back to Basics" Tutoring Materials collection, 500 non-circulating items that make up the children's literacy collection. Three reader tables will be available and two study rooms to accommodate family literacy

tutoring and private study. The "Back to Basics" area will include an office located adjacent to this area and the Homework Center to oversee the activities in both spaces.

Fiction Division. This Division will house the Fiction, Large Print, Mystery, Science Fiction. It will house 11,765 volumes (8,840 on shelf volumes) and one quick-use OPAC terminals.

Technology Center. This Division will house 22 technology stations, including one teaching station. One of these stations will be ADA accessible. It will be located to permit operation when the library is closed.

Non-Fiction Division. This Division will house the Non-Fiction Collection of 28,350 volumes (22,750 on shelf volumes) including a special collection of 3,000 items covering the performing arts. Twenty-one reader seats at study carrels and tables will be located in this area and seven quick-use OPACs strategically located at stack ends. Two accessible readers table will be available.

Periodicals. This Division will house the current periodicals adjacent to a comfortable lounge and reading area. It will include 216 current periodicals on display shelving, 18 current newspapers, and 12 reader seats in tables for four.

Information Services. The Information Services Division will contain an Information Desk, the combined Adult and Children's Reference collections interfiled and 14 technology workstations in a highly visible location. The collections will consist of 1,932 non-circulating volumes housed on a variety of full height, mid-height, and counter heights shelving units. The area will include 14 technology workstations and eight reader seats. One technology workstation will meet disabled access requirements. The staff at the Information Desk will provide reference, directional, informational, and technology assistance, and supervise most areas of the adult and children's collection and seating areas.

Teen Area. This Division will house the young adult area, which consists of the Young Adult Collection and Seating Area and the Teen Group Study Room. This area will include 12 reader seats, 6 reader seats in a six-person study room, 2 technology workstations, and "booth-style" technology workstations for 12. The area also includes approximately 4,000 young adult books, (1,900 of which are on the shelf) and 9 current periodicals.

Quiet Reading Room. This Division will be dedicated to quiet study and reading. It will house 14 reader seats and 4 lounge chairs.

The other three Divisions are Circulation and Support Services Division, General Building Services Division, and the Library Entrance Division.

8.5 ADMINISTRATION AND SUPPORT SERVICES

Circulation Division. The Circulation Services Division includes the Circulation Desk with a patron sorting area and a self-checkout area, a Customer Service Conference Room, a staff Copy Center, and Staff Workroom. The Supervising Librarian's Office and the Computer/Telecommunications Room are also in the Division. The workroom includes fourteen staff workstations, nine of which are technology workstations. The Circulation Desk includes four public service stations and two self-check stations.

General Building Services. The General Building Services Division contains the Custodial Workroom, the Staff Entrance and Lobby, the Staff Lounge and the Staff Rest Rooms. General Storage and Compact Shelving is also located in this Division, to house duplicate copies and less used volumes on compact shelving units as a space savings.

Library Entrance Division. This area serves as the gateway to the Library, and contains the Friends Book Store and the Friends Book Storage & Workroom. It will be organized to allow for separate hours of operation for the Book Store. It should include display and exhibit space for cultural, historical and art exhibits.

8.6 PROGRAM SUMMARY

One overall goal of the program was to create a facility, which utilizes prime real estate for users, minimizes the space for collection storage while expanding the collections, and maximizes staff efficiency through the organization of the building.

Reader Seats	157
Technology Stations	74
Volumes	102,087
Multimedia Units	14,150
Periodical Subscriptions	263
Major Public Service Desks	3
Help Desks/Instructor's Stations	1
Public Service Workstations	11
Staff Offices	2
Staff Workstations	9
Task Workstations	7
Meeting Room Seats	341

Table 8.1: Program Summary

The above table provides an overview of the contents of the building program. Table 6.2 below illustrates a rough distribution of space by function. This is prepared by assigning a Supercategory or "use" category to each furniture and equipment and shelving item in the building program and then tabulating the total space allocated to each of these uses. Detailed descriptions of the contents of each of the supercategories are included in Chapter 11: *The Library Supercategories*.

Reader Seats	23%
Technology	15%
Shelving	32%
Staff Workspace	14%
Meeting Rooms	3%
Special Purpose	13%

Table 8.2: Program Summary by Use Category

8.7 PROGRAM DOCUMENT

The preliminary chapters of the building program document provide a thumbnail sketch of the process that preceded the development of this program. Summaries of the Community Needs Assessment, Background and Overview, Plan Of Service, Space Needs Analysis and Acknowledgements have been

included. The subsequent chapters of the building program include specific functional criteria on what is required for the building to function.

Chapter 9: *General Requirements and Space Planning Standards* provides functional and design criteria for the entire facility and Chapter 15: *Facility Space Requirements* provides these requirements on a space-by-space basis. These criteria include adjacency recommendations, flexibility, fenestration, audio-visual, acoustics, space finishes, lighting, HVAC, signage, security, electrical, telecommunications, and disabled access requirements. Without these qualitative criteria being met, the spaces cannot properly serve the library's program goals. As noted earlier, the goals of this project are not just increasing the quantity of space, but to create functional space to serve the program.

Chapter 10: *The Libraries Collections* takes a detailed look at the projected collections and the shelving requirements for these collections. Chapter 11 provides a more detailed look at the contents of the supercategories, which are noted above. Chapter 14 provides the spatial relationship recommendations for each of the library's 13 divisions and separately, for each of the individual spaces within these divisions. Chapter 11 provides not only the physical criteria for each space, as noted above, but also a complete furniture and equipment and shelving list for each space as well as the assignable square footage for that particular space. Chapter 12 provides a complete alphabetical list of each furniture, equipment, and shelving item that is included in the project with the space requirements. The same alphabetical listing of furniture, equipment and shelving is also provided with the projected costs.

This chapter concludes with summary charts of occupancy by user station, occupancy by staff station, and a complete list of the Divisions and Spaces. This building program should be regarded as a living document, a record of decisions made during the planning process, subject to change through the schematic design and design development phases. Further, it is critical to note that a building program is a moving target until it is tested during the schematic design phase. New facilities can be more efficient than renovated ones. The shape and configuration of spaces can affect the overall efficiency as well as the number of stories and number of individual rooms and spaces required.

8.8 OCCUPANCY FOR EACH LIBRARY SPACE

Location	Reader Seats	Lounge Seats	Reader ADA	Tech Workstn	Tech ADA	Meeting Room Seats
"Back to Basics" Family Lit. Area	12	0	0	0	0	0
"Back to Basics" Tutor. Room	4	0	0	0	0	0
Browsing Area	0	0	0	2	0	0
Children's OPAC	0	0	0	7	1	0
Children's Story time Room	0	0	0	0	0	41
Homework Center	8	0	0	6	0	0
Juvenile Collection & Seating Area	32	0	0	0	0	0
Parenting Collection	4					
Picture Book Collection	12	0	0	0	0	0
Event Center (Shared multipurpose)	0	0	0	0	0	300
Fiction Collection & Seating Area	0	0	0	1	0	0
Information Services OPAC	0	0	0	13	1	0
Adult & Children's Reference	8	0	0	0	0	0
Study/Tutoring Room A	4	0	0	0	0	0
Study/Tutoring Room B	4	0	0	0	0	0
Non Fiction Collection & Seating	21	0	0	7	0	0
Periodicals Collection	12	0	0	1	0	0
Quiet Reading Room	14	4	0	0	0	0
Technology Center	0	0	0	20	1	0
Teen Area	12	0	0	14	0	0
Teen Study Room	6	0	0	0	0	0
	153	4	2	71	3	341

Table 8.3: Occupancy for each Library Space

8.9 STAFF OCCUPANCY FOR EACH LIBRARY SPACE

Location	Service Desk Station	Office Workstn	Staff Workstn	Task Workstn
Supervising Librarian		1		
"Back to Basics" Specialist		1		
Circulation Desk	6			
Information Desk	4			
Friends' Bookstore	1			
Friends' Book Storage & Workroom				2
Staff Workroom			9	5
Technology Center	1			
	12	2	9	7

Table 8.4: Staff Occupancy for each Library Space

<u>LIBRARY DIVISION</u>	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.
<u>"BACK TO BASICS" FAMILY LITERACY CENTER</u>		<u>614</u>
"Back to Basics" Office	138	
"Back to Basics" Tutoring Collection & Seating	336	
Tutoring and Study Room	140	
<u>CHILDREN'S LIBRARY</u>		<u>3,602</u>
Children's Browsing Area	321	
Children's Entrance (Interior)	N/A	
Children's On Line Public Access Catalog (OPAC)	255	
Children's Storytime Room	442	
Family Rest Rooms	N/A	
Homework Center Collection & Seating	328	
Juvenile Collection & Seating	1,562	
Parenting, Teachers and Home Schoolers Collection	108	
Picture Books Collection & Seating	586	
<u>CIRCULATION AND SUPPORT SERVICES</u>		<u>2,512</u>
Circulation Desk	677	
Computer/Telecommunications Room	187	
Customer Service Conference Room	164	
Staff Copy & Communications Center	189	
Staff Workroom	1,145	
Supervising Librarian's Office	150	
<u>FICTION COLLECTION</u>		<u>536</u>
Fiction Collection & Seating	536	
<u>GENERAL BUILDING SERVICES</u>		<u>1,023</u>
Custodial Sink and Storage Room	144	
General Storage and Compact Shelving	464	
Loading Dock	N/A	
Mechanical Equipment Room	N/A	
Staff Lounge	415	
Staff Rest Rooms	N/A	
<u>INFORMATION SERVICES</u>		<u>1,978</u>
Adult & Children's Combined Reference & Seating	524	
Copy Center	193	
Information Desk	500	
On-line Public Access Catalog (OPAC)	451	
Study/Tutoring Room A	155	
Study/Tutoring Room B	155	

<u>LIBRARY ENTRANCE</u>		<u>808</u>
Friends' Book Storage & Workroom	283	
Friends' Book Store	525	
Library Entrance	N/A	
Public Entrance & Lobby	N/A	
<u>NON-FICTION COLLECTION</u>		<u>1,979</u>
Non-Fiction Collection & Seating	1,979	
<u>PERIODICALS COLLECTION</u>		<u>552</u>
Current Magazine & Newspaper Display & Seating	552	
<u>POPULAR MATERIALS AREA</u>		<u>961</u>
Popular Materials Area	961	
<u>QUIET READING ROOM</u>		<u>654</u>
Quiet Reading Room	654	
<u>TECHNOLOGY CENTER</u>		<u>609</u>
Technology Center	609	
<u>YOUNG ADULT SERVICES</u>		<u>973</u>
Teen Group Study Room	179	
Young Adult Collection & Seating	794	
Net Assignable Square Footage:		<u>16,801</u>
Non-Assignable Square Footage (@ 25 of Gross):		5,600
Gross Square Footage:		22,401

Table 8.5: Building Program Summary by Division and Space

9. BUILDING PROJECT OVERVIEW AND INTRODUCTION

9.1 BUILDING PROJECT OVERVIEW AND INTRODUCTION

The City of Rancho Cucamonga currently has a library of 22,500 square feet to serve the library needs of a community of 127,000. The City has experienced phenomenal growth since its consolidation in 1977 as it grew from a population of 55,350 to 127,000 in the year 2000. This represents a population growth rate of 131%.

This Community Needs Assessment was built on a city-wide process embracing library, parks and cultural services as well as technology needs. The Needs Assessment, which is the basis for this building program as well as the Library Plan of Service, was the result of collaboration between two key departments within the city of Rancho Cucamonga (Library and Community Services), a major developer in the community and the four school districts that serve the community.

Concepts and visions that emerged through the Needs Assessment process which covered all venues of public service were translated into specific library user spaces, library collections, and back of house support space. Also part of the Needs Assessments were visions that resulted in plans for shared space, services and programming. At the end of the Needs Assessment process, the Project Team proposed a partnership between the Library, a Children's Theater and an Event Center, a project that encompassed a total of approximately 57,000 square feet. The recommendation included preliminary space needs requirement for a library facility in the range of 22,000 square feet. City Council approved the multipurpose project approach. During an extensive community review process, the square footage for the library increased to 22,400 and the specific user spaces within the library were reallocated and relocated to reflect specific interests or concerns of the community stakeholders. In the final review of library space, including shared use of the Event Center for programming and the lobby and restroom area for general use, the library square footage amounted to 26,863 square feet of direct library service space.

During the course of this three-year planning process, the Rancho Cucamonga Public Library Building Project Team has altered and evolved. Consistent in the effort has been the Rancho Cucamonga Public Library management staff of professional librarians including Deborah Clark, Robert Karatsu, Renee Tobin and Michelle Perera. During the conceptual stage of forming the partnership with Community Services, Kevin McArdle as Director of Community Services, provided inspired leadership that continues in the project's new and exciting form as the Library and Cultural Center in Victoria Gardens.

The Project Team for the Victoria Gardens Library, as well as the entire multi-purpose project, consists of the following talented specialists: Linda Demmers as independent library consultant, Michael Crose as Library Technology Consultant. Architects Larry Wolff and Peter Pitassi led the building's design process. As a kickoff for the design phase, an intensive three day design charrette was conducted with the following participants: George Wiens, Xavier Adrian and Lisa Cox, WLC Architects, Kevin McArdle, Community Services Director, Brad Buller, City Planner, Pam Easter, Deputy City Manager, Dale Catron, City Facilities Supervisor, Susan Sluka, Performing Arts Coordinator, Steve Pollack, Auerbach Theatre Consultants, Dave Barron and Gordon Hoopes, Thematic Consultants, Summit Design, John von Szeliski, JVSA Theatre Architects, Steve Wesson, Forest City Development, and David Auld, Altoon & Porter Architects.

The design process was driven by the need to build synergy with the partners in the project, (the Library, the Children's Theater and the Event Center) and the building program of each of the partners. The charette process allowed the free flow of ideas, the ability to maximize and respond to the needs of the partners and build on the shared creativity and talents of 30 building and design specialists.

Initially, three basic planning scenarios were developed to kick off the charette, each representing responses to the opportunities and constraints offered by the site and the inter-relationships needed by the partners. The group of 30 broke into four work groups, each work group containing specialists in the fields of library, performing arts and community services. One work group was assigned to each of the following building elements: Library, Theater, Event Center and the outdoor commons area, which would be treated as a fourth "major space". The workgroups took four hours to develop their plan and were encouraged to be creative and to exercise "out of the box" thinking—but to keep within the square footage of the building programs. Each of the workgroups presented their ideas, visualized through careful "to scale" drawings and artful and whimsical presentations of design elements. City staff members were present throughout the charette to respond to questions ranging from code requirements to energy design. A study of all the proposals led to a fourth plan, a synthesis of two of the studied versions.

During the design process, the Program was modified as new input from the community through a series of presentations and focus groups fine-tuned the spaces and services. These changes were incorporated into the plan as it developed.

9.1.1 PROJECT TIMELINE:

<u>ACTIVITY</u>	<u>DATE</u>
Site Acquired (Obtain Possession by Purchase, Donation or Lease)	06/10/02
Schematic Plans Completion	06/01/02
Design Development Plans Completion	09/01/02
Working Drawings (90%) Completion	02/01/03
Construction Documents Completion	05/01/03
Project Advertised for Bids	06/01/03
Start of Construction	09/01/03
Estimated Mid-Point of Construction	05/01/04
Completion of Construction	01/01/05
Opening of Library Building to the Public	02/01/05
Final Fiscal & Program Compliance Review Completed	04/01/05

Refer to Chapter 13 in the Building Program for a preliminary project budget for the Victoria Gardens Library portion of the multi-purpose facility.

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9. GENERAL REQUIREMENTS AND SPACE PLANNING STANDARDS

The following section of the building program provides guidelines and criteria for the physical design of the Victoria Gardens Library as well as specific accessibility requirements; energy efficiency recommendations; staff efficiency; space-planning standards utilized; and detailed information on furniture, finish, and fixture requirements. These are standards that have been approved by the Victoria Gardens Cultural Center Project Team, Library Administration, and the Board of Library Trustees; guidelines that have been provided by the library planning consultant; and reiterations of accessibility and Title 24 requirements as applicable to the library project.

The Building Committee adopted the following as guiding principles for the project:

- ☐ Aesthetically inviting
- ☐ Clean
- ☐ Secure
- ☐ Logically organized
- ☐ Modular design for flexibility
- ☐ Comfortable and attractive
- ☐ Ergonomic
- ☐ Energy efficient
- ☐ Climate controlled

9.2 SITE

General requirements for the site include the following:

- ☐ Pay telephones (one of which is disabled accessible)
- ☐ Large highly visible sign noting the Library's location
- ☐ Exterior lighting on timer or photo sensors
- ☐ Exterior free standing book return at nearest vehicular access point, flat path with no incline for staff to push book trucks to empty bins
- ☐ Bicycle racks
- ☐ Trash and smoking materials receptacles near, but not too near, the front entrance
- ☐ Parking spaces for service and delivery vehicles
- ☐ Loading and receiving zoned space
- ☐ Disabled accessible spaces
- ☐ Provision for trash pick up and storage and dumpsters
- ☐ Site plantings

Site Accessibility

An accessible route to the facility must be provided including access to transportation, parking, sidewalks and buildings. The width of the access route is to be a minimum of 36" with turning and passing spaces (60" x 60") at obstructions, but at no less than every 200'.

The route cannot have level changes without accessible ramping. (See below) The ground surface must be firm, stable, and slip resistant. Detectable warnings are required for any hazardous vehicular areas, water features such as reflecting pools, sculptures, bicycle racks or monumental signs. Any gratings must have spaces a maximum of 1/2" wide with the long dimension perpendicular to the direction of travel.

Transportation Accessibility

The parking requirement is a minimum of one accessible space for every 25 parking spaces with no less than one space. Accessible parking spaces must be at least 8' wide served by an accessible aisle at least 5' wide for a total of 13' wide. Accessible parking must be the shortest route to accessible entrances and the access aisles must be part of accessible route to the entrance of the Library.

Accessible and van parking must be clearly marked with a sign displaying the International Symbol of Accessibility, wheelchair symbol, in white on a blue background and must be located where it can not be obscured by a parked vehicle or other object.

Hardscape

Curb ramps are required where an accessible route comes to a curb and must be located where a parked vehicle cannot obstruct them. The maximum ramp length is 30'. The maximum ramp slope is 1-foot rise per 12 feet of length. Build up can be a maximum of 36". It must be slip resistant and cannot project into traffic lane. Curb ramp sides can be a maximum of 1:10, 1:12 if 48" at top of ramp. Detectable warnings are required for full length and width of ramp.

Ramp must be fully contained when in a marked crossing area. Islands must be level with the street or curb ramps with a minimum of 48" of level ground between.

9.3 ENTRANCE

Hours and days of operation for the Victoria Gardens Library should be posted at the entrance to the library lobby visible from outside when the building is closed. Entrances to library services specific requires minimum 90" opening for inventory security system. System gates must be a minimum of three feet from any metal surface and a minimum of eight from any electronic workstation to prevent interference or malfunction of the unit.

The main entrance should open into a lobby that serves the Technology Center, Friends Book Shop and Public Rest Rooms and meet the following general requirements:

- ☐ Foot cleaning, grates or walk-off mats
- ☐ Public telephones (or in immediate area outside the facility)
- ☐ Accessible drinking fountains
- ☐ Signs for City information, donor plaques, City Council and Library Board of Trustee acknowledgements
- ☐ Donor wall
- ☐ Video surveillance cameras

The library entrance, which opens into the library circulation lobby, should include the following:

- ❑ Floor plan and building directory
- ❑ Paper management system for handouts and bulletins
- ❑ Locked display and exhibit space
- ❑ Theft detection gates in set of three to create dual corridor entrance and exit
- ❑ Annunciator panels for all fire and security systems

Entrance Accessibility

Signage must indicate location of nearest accessible entrance. Exterior doors must be available with automatic, manual automatic, or power assist options. Automatic doors must read below the height required to recognize children and individuals in wheelchairs. For manual automatic or power assist doors, which require a plate, the plate must meet the front and side reach requirements of 48" and 54" respectively above finished floor. Doors must comply with ANSI standards. Doorways require a minimum clear opening of 32". A minimum clear distance between a pair of hinged doors of 48" must be provided. If a door closer is used, the door should take at least three seconds to get to a point 3" from the door latch. Door hardware can be located no higher than 48" above finished floor. Once inside the doors, the security gates must comply with the same guidelines as doors.

9.4 ACCESSIBILITY

Accessible Aisles, Doors and Paths of Travel

All offices, workrooms, meeting rooms, study rooms, and collections and seating areas must be accessible by means of a 36" wide aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest exit, cross aisle or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

Doors to all rooms, except closets and supply rooms, must be 36" wide with a minimum clearance of 32" required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Other accessibility guidelines are included in the following sections: Stacks and Shelving, Reader Seats, Drinking Fountains, Entrance, Site, Telecommunications, Rest Rooms.

9.5 STRUCTURE

Column bays of 25' or in multiples of 5' are recommended in stack areas. This is consistent with the use of a 24" closed base stack in conjunction with the 36" accessible aisle. In cases where a 20" closed base stack unit is utilized, the aisle can be increased to 40".

The floor-loading requirement throughout the building should be 125 - 150 pounds per square foot live load to allow for the weight of stacks. Compact shelving will be acceptable on slab on grade only or in areas where the structure has been enhanced to 250 to 300 pounds per square foot live load. When

possible, columns should not be introduced in Technology Center, children's program area, or the lobby.

9.6 LIGHTING & LIGHT CONTROL

Window treatment for light control should be included where necessary. Generally direct east or west facing exposure is to be avoided. North and south facing windows are preferred and book stacks should be located away from sources of natural light. A lower level of ambient fluorescent light supplemented with natural light and appropriate task lighting is preferred. (See also Energy Efficiency Characteristics *Section IX* below)

While it is recognized that various conditions including contrast, reflectivity, and tasks to be performed affect the objective quantification of lighting required, a guideline for lighting levels, based on the most common tasks, should be as follows:

- ❑ Reading areas: 30 to 40 foot-candles measured horizontally at work surface augmented with task lighting for a combination of ambient and task lighting of 50 foot-candles
- ❑ Book stacks: 6 foot-candles minimum measured vertically at a height of 12 inches and 30 foot-candles maximum measured vertically at any height
- ❑ Building entrance: 5 - 10 foot-candles
- ❑ Public restrooms: 10 - 20 foot-candles
- ❑ Study areas: 50 foot-candles
- ❑ Circulation desk and other work areas: Minimum 50 foot-candles measured horizontally on the work surface

Computer monitors should be shielded from direct light and glare or positioned perpendicular to any windows. The number of lamp types must be minimized, reasonably priced, easily obtainable, and meet any City of Rancho Cucamonga standard if applicable. Task and table lamps should be vandal and theft resistant.

Occupancy sensors, photocells for areas rich with natural light, or motion detectors are to be included to aid in compliance with the California energy code requirements (Title 24). Service areas, the copy room, utility rooms, and other limited occupancy rooms, such as data and electrical closets, should have lighting controlled by occupancy sensor or motion detector. Lighting in large public areas should be zoned to allow partial dimming of lights during daylight hours.

Stack lights should be stack-mounted parallel to or ceiling mounted perpendicular to book stacks, provide direct or indirect light, and have narrowly spaced baffles to prevent breakage by items being removed from the top shelf.

Lighting in general public areas is to be controlled from central panels located at the Staff Entrance, Circulation Desk or Information Desk, to facilitate opening and closing the library. Provide master controls at shipping and receiving entrance and at main entrance to library. Emergency back up lighting is to be included. Exterior lighting should be on a timer or light sensor controlled system.

9.7 WINDOWS

Windows in offices and reading areas should be provided with roller shades or other light control device. Operable windows may be acceptable in staff areas. Operable windows in public areas should have high or lockable screens.

9.8 HVAC

Temperature in stack areas should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. In other areas, comfort level is to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Minimum ventilation requirements are 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour and with a minimum of 12 air exchanges per hour in rest rooms. Controls should allow for zoning, particularly of the Quiet Reading Room, Family Literacy Center, Technology Center, Teen Center, and individual office and workroom spaces. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

- ☐ Provide separate temperature controls for telecommunications equipment room
- ☐ Thermostats in public areas should have lockable covers
- ☐ Special note should be taken of rooms with high equipment load. These include Technology Center, Copy room, Telecommunications Room, and Information OPAC Centers.

9.9 ENERGY EFFICIENCY CHARACTERISTICS

As noted throughout the various sections of this chapter, the library facility will be required to employ energy savings equipment and exhibit design features that will significantly reduce energy consumption throughout the life of the building. The project should encompass goals of sustainability, reduced operating costs, community relevance, and a healthy productive workspace.

A partial compilation of these basic recommendations follows:

Site

The project should strive for environmental responsibility and efficient use of the site including the protection of natural areas and minimal disturbance of adjacent areas. It should maximize the opportunities for habitat conservation and look for opportunities to reduce the need for automobile transportation to the site. The heat generated by surfaces on the site must be reduced to help reduce air conditioning costs. Where possible, the seasonal and daily wind flows across the site should be utilized to create opportunities for natural ventilation. The impact of seasonal high wind velocities of the area should be acknowledged in the layout of the site.

Water Efficiency

The project should be designed to minimize the use of potable water. The goals for this would include the requirement to reduce the quantity of water needed for the building and to reduce the burden on municipal water supply and treatment. Water used in landscaping will be reduced through the use of intelligent irrigation in combination with native plantings. Landscaping plans will use native or adaptive, drought tolerant plant materials and reduce or eliminate the need for permanent irrigation

systems that use potable water. Rainwater will be captured to supply any water features and for irrigation during the dry seasons. Water conservation fixtures will be installed in the building with the goal of reducing water consumption 20% below current codes.

Facility

If possible, orient the building on the site to maximize north and south facing facades. All exterior windows will be shaded through the use of overhangs, plantings, exterior solar control devices, interior blinds or shades, fritting, or a combination of these to protect the windows from direct sunlight during the cooling season, and to protect users from glare. Specify a light colored roof or a white reflective coating for the roof. Specify a high-performance (Low-e®) insulated glass. Extra insulation beyond the minimum Title 24 requirements should be included to the maximum extent possible; and beyond the requirements of day-lighting and views, the amount of glazing should be minimized.

Lighting

In general, a lower level of ambient light supplemented with task lighting, which is appropriate for specific tasks, will be provided. Lighting for individual offices, staff and public rest rooms, storage rooms, group study rooms, staff lounge, closets, copy area, telecommunications and electrical closets, custodial closets and any other unoccupied space will be controlled with occupancy sensors or motion detectors. The lighting in all large open areas will be zoned to enable portions of the lighting to be extinguished either manually or automatically when daylight is available. The lighting in all public areas should be controlled with a time clock schedule as part of a building lighting control system. Continuously dimming electronic ballasts will be specified in all fixtures within 15 feet of a daylight source in order to maximize the use of daylight; and clerestory elements or roof monitors should be used to introduce daylight into the interior of the building. Utilize T5HO lamps in stack mounted light fixtures and in areas where indirect lighting is desirable. All exit signs should have LED lamps.

The intensity of site lighting will be minimized through the use of energy efficient fixtures. Automatic controls will be utilized to reduce lighting levels after curfew hours or 30 minutes after library closing.

HVAC

Specify a Variable Air Volume (VAV) HVAC system. Temperature controls and heating systems will be zoned to allow areas that are unoccupied, such as the Technology Center and Friends' Store to be turned off or down when not in use. The comfort requirements will be relaxed and the acceptable temperature range during cooling will be raised a few degrees and the acceptable temperature range during heating has been lowered a few degrees. Natural ventilation should be utilized to the fullest extent possible.

Plumbing and Hot Water

All fixtures will be specified as automatic "shut-off" to limit the amount of hot water used for hand washing. The hot water temperature will be set as low as possible for hand washing and ultra-efficient water heaters will be specified.

Electricity

Purchase only new equipment, that is "Energy Star" certified and insure that "power down" and "sleep" functions are utilized. Other energy saving strategies such as the installation of a photovoltaic

system linked to the electric utility grid should be fully investigated during the design phase of the project.

Sustainability and Resource Conservation

Where possible locally produced materials will be used to reduce the use of energy for transportation. At least one half of the wood used should come from sustainable harvested forests. The building materials specifications will incorporate the use of recycled materials to minimize the use of new resources in the construction. These products made from recycled materials might include the carpet, toilet partitions, fly ash in concrete, ceramic tile, acoustic ceiling tile, and reclaimed lumber or lumber made from recycled plastics. In addition, adequate space will be provided in the library for the storage of recyclable materials in order to encourage this practice by library employees. Construction waste should be minimized and where possible it should be recycled to reduce the burden on landfills.

9.10 DRINKING FOUNTAINS

Drinking fountains should be located in lobbies or in alcoves, which serve public rest rooms, and away from carpeted stack and seating areas. At least 50% of all drinking fountains must be accessible, but no less than one.

Drinking fountains must have spout outlets that are no higher than 36" above finished floor, and are located at the front of the unit and direct the water flow in a parallel, or nearly parallel, trajectory to the front of the unit. The flow must be at least 4" high to allow for the use of a cup or glass.

In addition to a wheelchair accessible drinking fountain, there must be a drinking fountain that is accessible to individuals who have difficulty bending or stooping. When a single drinking fountain is provided, this accommodation can be achieved by adding either a paper cup dispenser adjacent to the fountain or specifying that the single fountain be a high and low flow fountain which can accommodate both requirements.

9.11 REST ROOMS AND LAVATORIES

Public rest rooms will be provided in sufficient size and quantity to meet local codes and to meet the requirements for serving the specific building areas, which may have different hours of operation including the Technology Center and the Friends' Book Shop.

Rest Room Accessibility

Accessible sanitary facilities must be provided for both the staff and the public. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

All public and staff rest rooms will meet the accessible aisle requirements as noted above in the Section above "Accessible Aisles, Doors, and Paths of Travel."

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be between 17" and 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, will be mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements of 48" and 54" respectively. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Rest rooms signage which includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille.

Fixtures in children's rest rooms will be sized appropriately and both men's and women's rest rooms will contain diaper changing stations.

9.12 SECURITY, FIRE AND LIFE SAFETY

The building should include both a new dual corridor inventory control system and a perimeter alarm system as specified by the City. All emergency exits will have panic hardware and audible alarms. No less than 50% of all emergency exits will be disabled accessible. In all areas of the building where accessible means of egress are required, Areas of Rescue, or Evacuation, Assistance must be provided for exits that are not accessible, with the exception of areas that are covered by an automatic sprinkler system.

Alarm systems will include visible as well as audible alarms for fire and other emergencies. Annunciator panel for alarm system at circulation desk or desks, depending on location, and will have an arming station at staff entrance. The alarm shall report to the location specified by the City. (TBD)

Visual alarms are required in all rest rooms and other common public areas including reading rooms, meeting rooms, hallways, and lobbies. Visual alarms must be placed 80" above the highest finished floor or 6" below the ceiling, whichever is lower. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. In larger areas exceeding 100' across, the devices may be placed around the room at a maximum of 100' apart. Audible alarms must produce a sound that exceeds the normal sound in an area by at least 15 dbA, or exceeds the loudest sound, of at least 60 seconds in a space, by 5 dbA. Audible alarms cannot exceed 120 dbA.

Card readers or keypads should be considered at staff locations and other appropriate locations that require internal control. These should be "roughed in" at a minimum with conduit available for future installation, e.g., Technology Center, Staff Lounge, and Circulation Workroom.

The following are general recommendations. The use of a technology consultant is recommended for network design.

Distribution and Conduit

All construction will contain adequate conduit, ducts, or cable trays to accommodate data network, media distribution network, and power distribution to specified areas. Cable trays and ducts must have access panels for future cabling by owner. A central intercom and public address system accessed through the phone system should be considered. Adequate space in phone and data closets should be provided for routers, data terminal boards, or network management equipment for future requirements.

All voice and data cable conduit shall be rigid metal conduit unless a profile floor is utilized. The conduit shall terminate in metal boxes at the users end. All conduits will be placed in the hung ceiling unless specifically indicated to be underground. No 1/2" conduit should be used in project; the minimum acceptable size is 3/4" with 1" preferred. Conduit will be "home run" to the Computer Systems/Telecommunications Room and will contain pull string. Conduit will stub out at the top of a plywood backboard, where the conduit is run overhead and at the bottom where run underfloor. Overhead is preferred where possible. Conduit will be mounted in a sturdy fashion and provide a neat (orderly) appearance.

Lighting, power, telephone, and communications outlets shall not be placed back to back; and in rated walls shall be separated by a minimum of 24", e.g., study rooms, copy center, and office areas.

Floor outlets shall be of brass construction, flush to the floor with hinged covers opened with a single key or with carpet insert. Floor outlets should be installed throughout the Reference and Technology Area, Children's Reference and Technology Area, Lifelong Learning Center, and other areas to be designated, in a grid system designed on a four, six or ten foot square grid. The system should also provide for the installation of 110-volt electrical service, television, and/or communication cables.

Cable and Networking

All data and voice cable should be Category 6 enhanced UL approved and rated cable, or better. The feasibility of utilizing wireless technology for the project should be explored early in the design process.

Each data outlet should have four pairs of cable terminated at the outlet on an RJ45 termination device or equivalent. A single four pair cable drop should not be split to serve more than one outlet. Jacks should be installed in dual termination configuration sharing a common faceplate with the voice and data jack.

Network Accessibility

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no lower than 15" above the finished floor for forward reach access and no lower than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. The depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations if no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel.

Communications Equipment

A telephone system or systems will be provided to meet the City of Rancho Cucamonga standard. This system will include automated attendant, call forwarding, voice mail if required, and upgradeable expansion module. A public address system will be provided through telephone system or other system. Ceiling speakers, in sufficient quantity to be effective, will be provided in all public and staff areas including rest rooms, workrooms, offices, and all public areas.

9.13 ELECTRICAL

The minimum electrical service to the facility will include no less than one 20 amp circuit per 2 to 4 electronic workstations, with an estimated 75 to 100 potential technology workstations and miscellaneous photocopy, printing, multimedia, and security system equipment. The general requirements for electrical service to the facility include the following:

- ☐ Voltage regulated at building feed or at each feed box
- ☐ Surge protection at panel
- ☐ Dedicated lines available for equipment; e.g., theft detection system, photocopiers, etc.
- ☐ Wiring easily accessible through low profile floors or conduit above dropped ceilings or in columns
- ☐ Power and data outlets located in dual configuration no more than 6" apart
- ☐ Electric outlets along walls should be located at 10 foot intervals with face plate centered at 15" above finished floor unless otherwise specified
- ☐ Electric outlets should be in all support columns
- ☐ Electric outlets should be located at a minimum of 5-foot intervals along all work counters unless otherwise specified
- ☐ Two duplex outlets per staff workstation or office location
- ☐ Integrated central clock system will be included

- ❑ Light switches mounted in a multiple gang box under single cover plate with central control at circulation desk and at staff entrance
- ❑ Floor outlets flush with the surface (No monuments or bus stops)

9.14 GRAPHICS AND SIGNAGE

The program and budget should include a full signage and graphics package, which will meet all ADA and all fire and life safety requirements. This signage program should be coordinated with the interior architecture and include at a minimum:

- ❑ Easily identified entrance signage integrated into site, parking and building exterior
- ❑ Changeable signs or insert sign carriers for hours and other services
- ❑ Sign carriers for both ends of each book stack unit
- ❑ Signs designating permanent rooms and spaces
- ❑ Signs designated major building areas
- ❑ Evacuation signs
- ❑ Emergency exit warnings
- ❑ Room number identification
- ❑ International pictograms or symbols for accessible areas; e.g., restrooms, photocopiers, emergency exits, parking spaces, drinking fountains
- ❑ Easels or stands to hold temporary signs/poster announcing events

Accessible Signage

Directional signs to major building areas or stations (e.g., "Circulation Desk" or "Technology Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Permanent room identification signage (e.g., "Staff Workroom") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

9.15 FINISH TREATMENT

A high grade commercial carpet, textured loop pile or multi-level loop, should be used throughout the facility except where noted: rest rooms, supply and storage rooms, circulation desk, reference desk, staff workroom, shipping and receiving, entrance, lobby, photocopy areas, custodial closets, fire exits, etc. These areas may be carpeted with carpet tile or vinyl tile. No carpet pad will be used; enhanced backing is recommended. Recommended weight is 32-ounces per square yard. Carpet will be manufactured from static control fiber or of 25% to 100% post consumer recycled material. Static propensity must be below human sensitivity (3.5 KV) under standard test conditions.

All finishes must be easily maintained and durable, including corner beads under the plaster finish to prevent damage by book trucks, kick plates, chair rails, and recessed kick base on public service desks.

Public areas should be covered with a washable latex paint with a semi-gloss or eggshell finish for easy cleaning. Tackable surfaces will be provided in children's areas, staff work areas, and at service desks. Study rooms, offices, and workrooms will include whiteboards, chalkboards or tackable surfaces. A minimum number of paint colors should be utilized to facilitate future maintenance.

9.16 STACKS AND SHELVING

General recommendations for stack units include:

- ☐ Finished end panels and signage on both ends of all shelving units
- ☐ Canopy tops on all units 66" or lower
- ☐ Back edge on each shelf or alternately relocatable backstop in vertical member
- ☐ Retractable index shelves in reference area
- ☐ Hinged slanted display shelves in current periodicals area with storage shelf Slotted shelves where indicated
- ☐ Multimedia accessory shelving where indicated
- ☐ Compact shelving for closed stack collection

Space Allocation

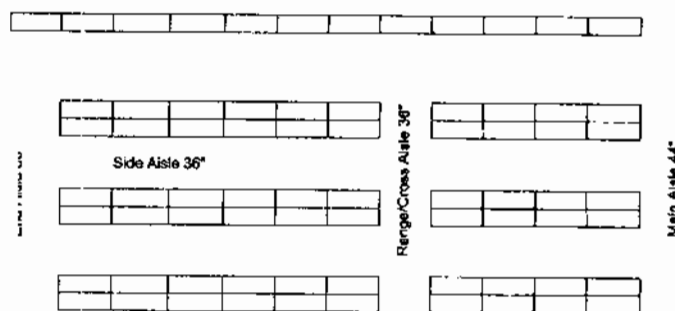
Allocation of space for most adult book collections is based on full height 90" high shelving utilizing 7 shelves per side for a total of 336 on shelf volumes per double-faced section. The capacity for each shelving unit is calculated by multiplying the number of volumes per linear foot times the number of linear feet per shelf (3) times the number of shelves per unit. In the case of most adult collections this is $8 \text{ (volumes per linear foot)} \times 3 \text{ (feet)} \times 14 \text{ (shelves)} = 336$.

The number of volumes per linear foot for each specific collection type can be found in Chapter 10, *Allocation of Library's Book Collection and Shelving the Library's Collections* (Section 10.5), as can the space allocation per shelving unit. Space for collections is programmed to include space for future growth as Victoria Gardens Library builds a collection as well as empty shelf space to allow efficient shelving and interfiling of volumes.

Stack ranges should be no longer than 7 sections. Stack areas should be sprinkled and sprinkler heads should be mounted at a minimum of 18" above the top bookshelf.

Shelving Accessibility

Aisles in stack areas must comply with the following accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles (and end panels), must be a minimum of 36" wide with 44" required if side aisles are only 36" wide; i.e., a 36" aisle should not meet a 36" aisle.



Shelving height is unrestricted for most collections unless an attendant will not be available, and then it is limited to 54" above the finished floor. Current periodicals, browsing collections and newspapers must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Current periodical shelving units should be no higher than 66" inches, or three sloped display shelves high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

9.17 READER SEATS

Space for users of the Victoria Gardens Library is provided in sufficient variety including tables for four (round and rectangular), study carrels, lounge chairs, technology carrels and technology counters, technology tables in the Technology Center, and floor cushions in the Children's Program Area.

The building program includes a general recommendation for size and type of reader seat in each space detail. These are, of course, subject to the considerations of interior design and funding available for the purchase of new furniture. The space allocation for readers' seats is calculated at between 23 and 30 square feet per table seat based on the size of the table, at 35 square feet for lounge chairs, and at 40 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 45 to 50 square feet per seat or station.

All user furniture should be of the highest quality of institutional, or commercial office furniture, which the owner's budgets will allow, and the substitution of residential or lower grade office furniture cannot be recommended. Fabric for all seating must meet the requirements of California State Technical Bulletin 117, and the more stringent requirements of Technical Bulletin 133 in any non-sprinklered areas.

Seating for Senior Citizens can also accommodate individuals with mobility disabilities. The seat height should be just below the knee (17" above finished floor is most desirable). The seat should slope no more than 4 degrees. Armrests are recommended. These recommendations should be considered, particularly in an area such as the periodicals reading area that is likely to attract senior citizen patrons.

Seating for children must be well constructed, scaled, weighted, and balanced. Tables are available in a variety of heights to serve the needs of pre-schoolers, elementary school age children, and older juveniles. Whichever height of table is selected, the table and the chair must be in the same scale and most critically allow a dimension of 9-10" between seat height and table height. If a chair designed

for an adult is to be scaled down for children and juveniles, it is not enough to merely lower the seat. The seat saddle should also be scaled down, as should the back height to provide comfortable seating for smaller bodies. This is also true of stools used as seating. Frequently children's chairs are available without a back; a feature that makes the chair more stable and less prone to tip over. Children's chairs should be designed not to rock or tip over.

Reader Seat Accessibility

Three accessible reader tables and six accessible technology workstations are included in the building program. Each of these accessible locations will provide a minimum of 30" wide x 48" deep clear floor space with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space for these must be at least 27" high (28" to 34" above finished floor), 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. No table apron or keyboard carrier can be included that will obstruct access. Chairs, kick-step stools, and book trucks, which would require being moved, must not be located in accessible seating location.

The Community Meeting Room will require wheelchair access, but a specified number of accessible seating locations are not required in a multipurpose room with a flat floor and seating that is easily moved.

9.18 STAFF

Public Service Desks

Patrons will be assisted and the library will be supervised from three conveniently located service desks. These three desks will consist of a Circulation Desk that combines circulation and routine business transactions for both children and adults; an Information Desk that provides reference assistance for both children and adults; and a Technology Center Desk that also provides service through a service window to the Teen Area. The staff at the Circulation Desk, which will consist of at least four public service points and two self-check stations, will supervise all areas located in proximity to the library entrance and lobby including the Browsing areas and the "Back to Basics" Learning Center. The staff at the Technology Center, which will consist of a single public service point, will supervise the Technology Center and the Teen Area. The staff at the Information Desk, which will consist of at least four public service points, will supervise all remaining areas of the library including the Children's Area, Reference Area, Periodicals, and Fiction and Non-fiction collections and seating areas. Each station at the service desks will be a minimum of six to seven feet in length to accommodate all necessary desktop equipment, CPUs in slings under the worksurface, and under counter shelves or storage for supplies, telephones, and printers. Additional space should be included for depressible book bins, lost and found bins, or other temporary storage requirements. Each service desk will include a disabled accessible station that is no more than 28" to 34" high for a continuous length of 36".

Staff Efficiency

To maximize staff efficiency, the Victoria Gardens Library will be supervised from three public service points. A large shared open plan staff workroom for Information, Children's and Circulation staff will be located adjacent to the Circulation Desk to allow for quick backup during busy periods.

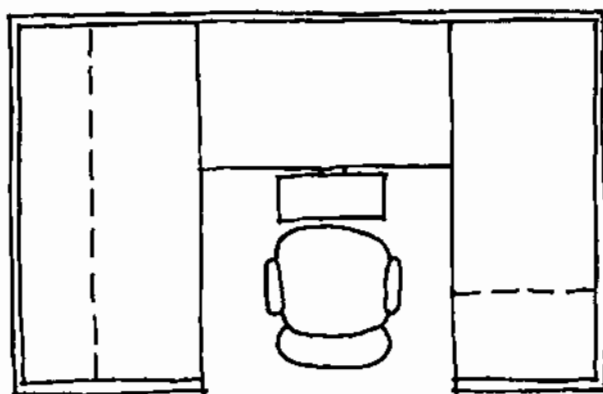
This workroom will be designed flexibly with workstations available for clerical and professional employees as well as the many individuals who will volunteer for the library. A staff workstation for the "Back to Basics" Learning Center will be housed in an office immediately adjacent to the Center.

Staff Workstations

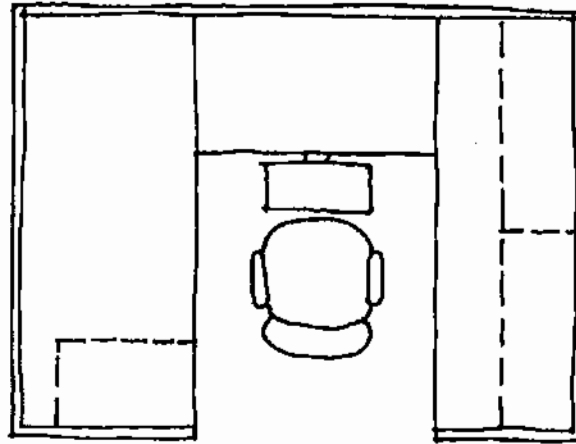
Individual workstations are recommended for all full time employees. Systems furniture with modules of three-foot, four-foot, five-foot, and six-foot work counters, and acoustical panels of varying heights is recommended for staff workrooms. Additional space will be added to each work area for shelving, book trucks, files, storage for bibliographic tools, and visitor chairs. Locking files, storage compartments, tackable surfaces, wire management package, acoustical panels and over counter shelving are integrated into workstation design.

Specific staff workstations included in the building program are illustrated below.

Library Clerks. Systems workstations which are 5' x 8' are recommended for library clerks in the Circulation Workrooms. These workstations consist of fabric wrapped modular panels with three 24" and 30" deep plastic laminated work surfaces. Each workstation will contain one overhead storage cabinet, which is wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit. These units occupy 40 assignable square feet.



Full time/Librarians. Systems workstations which are 6' x 8' are recommended for professional workstations in the Staff Workroom. These workstations consist of fabric wrapped modular panels with three plastic laminated work surfaces. Each workstation will contain two overhead storage cabinets, which are wall mounted if the workstation is located on a perimeter wall, or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit and occupies 50 assignable square feet.



Supervising Librarian's Office. A desk which is 66" x 36" is recommended for the Supervising Librarian in the Supervising Librarian's office. The workstation will also include two visitor chairs, one bookcase, 1 four-drawer file cabinet and a wastebasket. This office occupies approximately 150 assignable square feet.

9.19 CUSTODIAL

Public areas will include adequate receptacles for trash and recycling. The designated custodial department should be consulted on:

- ☐ Floor or wall mounted toilet partitions
- ☐ Industrial shelving
- ☐ Manufacturer of paper towel and toilet paper dispensers
- ☐ Requirements for maintenance support space
- ☐ Storage for janitorial supplies and equipment
- ☐ Trash collection within the building
- ☐ Removal of garbage and recyclable
- ☐ Keying

9.20 SPACE PLANNING GUIDELINES

The space planning guidelines utilized in the Victoria Gardens Library Building Program are based on standard planning guidelines for public library facilities using square footage allocations that will meet all accessibility and functionality requirements. The square footage allocations in the building program are the default space assignments in the Libris Design facility planning software (Version 2.3). To summarize these standards:

Staff workstations are provided in five sizes: 30 assignable square feet, 40 assignable square feet, 50 assignable square feet, 75 assignable square feet, and 110 assignable square feet -- for volunteers and tutors, clerical staff, professional librarians in public services, professional librarians in technical services, and department heads respectively.

Shelving units are either single faced units, which are sized at 12 assignable square feet per unit, or double-faced units, which are sized at 18 assignable square feet per unit. Bookstore display shelving in the browsing area and the Friends' Book Store require a slightly larger footprint (30 square feet) due to the sloped shelves and base and a larger aisle requirement. The standard stack aisle is 36" with the exception of current periodicals and main aisles, which require 44", and browsing collections, which are specified at 42" aisles. The capacity of these units is based on the number of volumes per linear foot of shelf multiplied by the number of feet per shelf, multiplied by the number of shelves per unit. The number of volumes per linear foot and number of shelves per unit is included for each collection type in Chapter 10.5: *The Library Collections: Shelving the Library's Collections*. The number of volumes to be housed by collection type is based on the projected collection size minus a percentage of the collection estimated to be in circulation at any given time. This percentage is provided in Chapter 10.1: *Allocation of the Library's Collections*.

The space allocation for individual readers' seats is calculated at between 23 and 30 square feet per table seat based on the size of the table (or location, in the case of group study rooms) at 35 square feet for lounge chairs, and at 40 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 45 to 50 square feet per seat or station. Details on the space allocation on a per unit basis for reader seats and for all other furniture and equipment are included in Chapter 16: *Net Assignable Square Footage of Furniture and Equipment*.

Additional space allowances are created by including queuing spaces in front of the Circulation Desk and the Information Desk, or by the addition of cardboard boxes in storage rooms to create transitional storage space.

The total overall space allocation is derived by including a 25% non-assignable space allowance. This space will include lobbies, hallways, thickness of walls, telecommunications and electrical closets, and rest rooms. Utilizing this 25% mark to reach the gross square footage requirements will provide a building, which is efficiently organized, meets functional and accessibility requirements, but is not overly generous.

9.21 ACOUSTICS

Meeting the acoustical requirements, which are noted in the Space detail sheets, will be critical to the success of this project, particularly since acoustics is such a detriment to the delivery of library

services at this time. In addition to meeting the space-by-space criteria, the primary strategy will be to locate functions requiring quiet away from noisy areas. This is in the end the most logical and cost effective solution, and the one recommended by most acoustical engineers. For this reason, the acoustical requirement of spaces has been addressed in the programming phase.

9.22 FLEXIBILITY

Also critical to the success of this library building project is that flexibility be built into the design to allow the library to grow into spaces and reorganize functions as time goes by. Among the recommendations are that the entire building be rated structurally to accommodate stacks and shelving; that the entire building, even stack areas, be wired with power and data for future use; that a minimum number of colors and finishes and fabrics be used to enable spaces to blend together; and that as few load bearing walls as possible be introduced into the larger open areas.

Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult	61.66%	62,947	21.65%	49,322	4
Browsing					
Browsing	2.35%	2,400	50.00%	1,200	4
Paperbacks	3.92%	4,000	45.00%	2,200	16
Fiction					
Fiction	7.84%	8,000	25.00%	6,000	8
Mysteries	1.96%	2,000	30.00%	1,400	8
Science Fiction & Fantasy	0.98%	1,000	25.00%	750	8
Spanish Language Fiction	0.26%	265	0.00%	265	17
Large Print					
Large Print	0.49%	500	15.00%	425	8
Non-Fiction					
Non-Fiction	24.49%	25,000	20.00%	20,000	8
Performing And Visual Arts Books	2.94%	3,000	20.00%	2,400	8
Spanish Language Non-Fiction	0.34%	350	0.00%	350	8
Ready Reference					
Ready Reference	0.21%	216	0.00%	216	6
Ready Reference, Telephone/Internet	0.21%	216	0.00%	216	6
Reference					
Reference	1.37%	1,400	0.00%	1,400	6
Reference (Encyclopedias, Directories, Etc.)	0.10%	100	0.00%	100	6
Special					
Special	10.29%	10,500	0.00%	10,500	8
Young Adult					
Cliff Notes	0.49%	500	20.00%	400	35
Young Adult	0.49%	500	40.00%	300	12
Young Adult Paperbacks	2.94%	3,000	60.00%	1,200	16

Children/Juvenile	38.34%	39,140	34.91%	25,478	13.33
Children's Easy Readers					
Children's Easy Readers	3.43%	3,500	50.00%	1,750	20
Children's New Books					
Children's New Books	0.34%	350	50.00%	175	1
Children's Paperbacks					
Children's Paperbacks	4.31%	4,400	60.00%	1,760	16
Children's Picture Books					
Children's Picture Books	6.17%	6,300	35.00%	4,095	20
Children's Reference					
Children's Reference	0.78%	800	0.00%	800	8
Children's Spanish Language					



Children's Spanish Language	0.49%	500	30.00%	350	20
Homework					
"Back To Basics" Tutoring Materials	0.49%	500	0.00%	500	12
Homework	0.49%	500	0.00%	500	8
Juvenile Fiction					
Juvenile Fiction	7.44%	7,600	30.00%	5,320	13
Juvenile Non-Fiction					
Juvenile Non-Fiction	13.52%	13,800	30.00%	9,660	13
Media Kits					
Media Kit (Audio Cassette W/ Book)	0.33%	340	30.00%	238	20
Parent/Teacher Books					
Parent/Teacher Books	0.54%	550	40.00%	330	8
<hr/>					
Totals:	<u>100.00%</u>	<u>102,087</u>	<u>26.73%</u>	<u>74,800</u>	<u>2.5</u>



Allocation of the Library's Multimedia Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult	<u>75.27%</u>	<u>10,650</u>	<u>41.78%</u>	<u>6,200</u>	<u>20</u>
Audio Book Cassette					
Audio Book Cassette	8.48%	1,200	50.00%	600	10
Audio Book Compact Disc					
Audio Book CD (CD ROM)	8.83%	1,250	40.00%	750	25
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	21.20%	3,000	30.00%	2,100	25
CD-ROM					
CD-ROM	6.36%	900	50.00%	450	8
DVD					
DVD	19.79%	2,800	50.00%	1,400	25
Video Cassette					
Video Cassette	10.60%	1,500	40.00%	900	10
Children/Juvenile	<u>24.73%</u>	<u>3,500</u>	<u>46.43%</u>	<u>1,875</u>	<u>19</u>
Audio Cassette					
Audio Book Cassette	1.77%	250	50.00%	125	10
Audio Compact Disc (CD)					
Audio Book CD (CD ROM)	4.24%	600	50.00%	300	25
Audio Compact Disc (CD)	3.53%	500	40.00%	300	25
DVD					
DVD	9.89%	1,400	50.00%	700	25
Video Cassette					
Video Cassette	5.30%	750	40.00%	450	10
Totals:	<u>100.00%</u>	<u>14,150</u>	<u>42.93%</u>	<u>8,075</u>	<u>19.5</u>



Allocation of the Library's Periodical Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>92.40%</u>	<u>243</u>	<u>0.00%</u>	<u>243</u>	<u>1</u>
Current Magazines					
Current Magazines	82.13%	216	0.00%	216	1
Current Newspapers					
Current Newspapers	6.84%	18	0.00%	18	1
Young Adult Current Magazines					
Young Adult Current Magazines	3.42%	9	0.00%	9	1
<u>Children/Juvenile</u>	<u>7.60%</u>	<u>20</u>	<u>0.00%</u>	<u>20</u>	<u>1</u>
Children's Current Magazines					
Children's Current Magazines	7.60%	20	0.00%	20	1
Totals:	<u>100.00%</u>	<u>263</u>	<u>0.00%</u>	<u>263</u>	<u>1</u>



Shelving the Library's Collections

TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
UNIT

TOTAL
SqFt

Book

ADULT/YOUNG ADULT

49,322

4

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3,006

Browsing

36" Aisle DF 58"H Bookstore Display Shelving
3'W x 36"D w/10 angled shelves

1,200

4

10

27

270

Cliff Notes

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves
3'W x 12"D unit w/end panels & canopy top

400

35

1

12

12

Fiction

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves
3'W x 24"D unit w/end panels

6,000

8

18

18

324

Large Print

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves
3'W x 24"D unit w/end panels & canopy top

425

8

2

18

36

Mysteries

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves
3'W x 24"D unit w/end panels

1,400

8

5

18

90

Non-Fiction

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves
3'W x 24"D unit w/end panels

20,000

8

60

18

1,080

Paperbacks

Paperback "Spinner" W/ 4 Rotor Towers
Four 6 Tier Rotor Towers

2,200

16

4

70

280

Performing And Visual Arts Books

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves
3'W x 24"D unit w/end panels

2,400

8

8

18

144

Ready Reference

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves
3'W x 12"D unit w/end panels & canopy top

216

6

4

12

48

Ready Reference, Telephone/Internet

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves
3'W x 12"D unit w/end panels & canopy top

216

6

4

12

48

Reference

36" Aisle DF 90"H Steel Shelving W/ 12 Shelves
3'W x 24"D unit w/end panels

1,400

6

7

18

126

Reference (Encyclopedias, Directories, Etc.)

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves
3'W x 24"D unit w/end panels & canopy top

100

6

1

18

18

Science Fiction & Fantasy

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves
3'W x 24"D unit w/end panels

750

8

3

18

54



TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
QTY UNIT

TOTAL
SqFt

Book

ADULT/YOUNG ADULT

49,322

4

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3,006

Spanish Language Fiction

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves
3'W x 12'D unit w/end panels

265

17

1

12

12

Spanish Language Non-Fiction

36" Aisle SF 90"H Steel Shelving W/ 6 Shelves
3'W x 12'D unit w/end panels

350

8

3

12

36

Special

Moveable Aisle Compact Shelving DF 84"H W/14 Shelves
3'W x 24"D unit w/carriage and rail

10,500

8

32

10

320

Young Adult

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves
3'W x 12'D unit w/end panels & canopy top

300

12

2

12

24

Young Adult Paperbacks

Paperback SF 66" Shelving Unit W/ 5 Divider Shelves
3'W x 12'D unit

1,200

16

7

12

84

CHILDREN/JUVENILE

25,478

13.3

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1,506

"Back To Basics" Tutoring Materials

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves
3'W x 12'D unit w/end panels & canopy top

500

12

3

12

36

Children's Easy Readers

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves
3'W x 24"D unit w/end panels & canopy top

1,750

20

5

18

90

Children's New Books

36" Aisle DF 58"H Bookstore Display Shelving
3'W x 36"D w/10 angled shelves

175

1

6

27

162

Children's Paperbacks

Paperback SF 66" Shelving Unit W/ 5 Divider Shelves
3'W x 12'D unit

1,760

16

10

12

120

Children's Picture Books

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves
3'W x 24"D unit w/end panels & canopy top

4,095

20

12

18

216

Children's Reference

42" Aisle DF 90"H Steel Shelving W/ 12 Shelves
3'W x 24"D unit w/end panels

800

8

3

20

60

Children's Spanish Language

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves
3'W x 24"D unit w/end panels & canopy top

350

20

1

18

18

Homework

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves
3'W x 12'D unit w/end panels & canopy top

500

8

5

12

60



TYPE**CATEGORY**Volume Type
Shelving TypeProjected
Volumes
on ShelfVolumes/
Linear
Foot**SHELVING**
UNIT SqFt/
QTY UNITTOTAL
SqFt**Book****CHILDREN/JUVENILE****25,478****13.3**

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1,506**Juvenile Fiction**36" Aisle DF 66"H Steel Shelving W/ 10 Shelves
3'W x 24"D unit w/end panels & canopy top

5,320

13

14

18

252

Juvenile Non-Fiction36" Aisle DF 66"H Steel Shelving W/ 10 Shelves
3'W x 24"D unit w/end panels & canopy top

9,660

13

25

18

450

Media Kit (Audio Cassette W/ Book)36" Aisle SF 45"H Steel Shelving W/ 2 Shelves
3'W x 12"D unit w/end panels & canopy top

238

20

2

12

24

Parent/Teacher Books36" Aisle DF 84"H Steel Shelving W/ 14 Shelves
3'W x 24"D unit w/end panels

330

8

1

18

18

Totals for Book:**74,800****2.5**

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4,512

TYPE**CATEGORY**Volume Type
Shelving TypeProjected
Volumes
on ShelfVolumes/
Linear
Foot**SHELVING**
UNIT SqFt/
QTY UNITTOTAL
SqFt**Multimedia****ADULT/YOUNG ADULT****6,200 20 -- -- 351****Audio Book Cassette**36" Aisle DF 58"H Bookstore Display Shelving
3"W x 36"D w/10 angled shelves

600 10 2 27 54

Audio Book CD (CD ROM)36" Aisle DF 58"H Bookstore Display Shelving
3"W x 36"D w/10 angled shelves

750 25 1 27 27

Audio Compact Disc (CD)36" Aisle DF 58"H Bookstore Display Shelving
3"W x 36"D w/10 angled shelves

2,100 25 3 27 81

CD-ROM36" Aisle DF 58"H Bookstore Display Shelving
3"W x 36"D w/10 angled shelves

450 8 2 27 54

DVD36" Aisle DF 58"H Bookstore Display Shelving
3"W x 36"D w/10 angled shelves

1,400 25 2 27 54

Video Cassette36" Aisle DF 58"H Bookstore Display Shelving
3"W x 36"D w/10 angled shelves

900 10 3 27 81

CHILDREN/JUVENILE**1,875 19 -- -- 135****Audio Book Cassette**36" Aisle SF 66"H Steel Shelving W/ 5 Shelves
3"W x 12"D unit w/end panels & canopy top

125 10 1 12 12

Audio Book CD (CD ROM)36" Aisle SF 58"H Bookstore Display Shelving
3"W x 20"D w/5 angled shelves

300 25 1 21 21

Audio Compact Disc (CD)36" Aisle SF 58"H Bookstore Display Shelving
3"W x 20"D w/5 angled shelves

300 25 1 21 21

DVD36" Aisle DF 58"H Bookstore Display Shelving
3"W x 36"D w/10 angled shelves

700 25 1 27 27

Video Cassette36" Aisle DF 58"H Bookstore Display Shelving
3"W x 36"D w/10 angled shelves

450 10 2 27 54

Totals for Multimedia:**8,075 19.55 -- -- 486**

TYPE**CATEGORY**Volume Type
Shelving TypeProjected
Volumes
on ShelfVolumes/
Linear
Foot**SHELVING**
UNIT SqFt/
QTY UNIT**TOTAL**
SqFt**Periodical****ADULT/YOUNG ADULT****243****1**

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306**Current Magazines**

44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves

216

1

12

22

264

3'W x 24"D unit w/ flip up sloping shelf & shelf underneath

Current Newspapers

44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelves

18

1

2

14

28

3'W x 12"D unit w/ fixed sloping shelf

Young Adult Current Magazines

44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves

9

1

1

14

14

3'W x 12"D unit w/ flip up sloping shelf & shelf underneath

CHILDREN/JUVENILE**20****1**

--

--

42**Children's Current Magazines**

44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelves

20

1

3

14

42

3'W x 12"D unit w/ fixed sloping shelf

Totals for Periodical:**263****1**

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348

Supercategory Space Allocation

SUPERCATEGORY	NET Assignable Sq. Ft.	NON Assignable Sq. Ft.	Total Gross Sq. Ft.	% of Gross Sq. Ft.
MEETING ROOMS	440	147	587	3%
READER'S SEATS	3,831	1,277	5,108	23%
SHELVING	5,346	1,782	7,128	32%
SPECIAL PURPOSE	2,155	718	2,873	13%
STAFF WORKSPACE	2,426	809	3,235	14%
TECHNOLOGY	2,603	868	3,471	15%
Totals:	16,801	5,600	22,401	100%

Non-Assignable Square Footage @ 25% of Gross



Totals for Item Types

Meeting Rooms

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Chair, Child's Stacking 14"w x 14"d	24	0	0
Cushion, Floor 16"w x 16"d	40	10	280
Table, Conference 72"w x 36"d x 29"h (4 to 6 Person)	1	160	160
Table, Meeting Room 60"w x 24"d x 29"h - folding	6	0	0



Totals for Item Types

Reader's Seats

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Carrel, Reader's Wood 42"w x 30"d (1 Person) w/ power & data management & task light	7	35	245
Chair, Child's 14"w x 13"d x 10-16"h	12	0	0
Chair, Group Study At table or counter - 21"w x 21"d	14	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	40	0	0
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Reader's 21"w x 21"d	87	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Literacy Tutoring Counter 9'w x 30"d (2 Person)- against wall	1	66	66
Study Counter 8'w x 30"d - against wall	1	55	55
Table, Accessible - Adjustable Height (Electrical) 36"w x 30"d x 22" - 50"h (1 Person) single surface	1	30	30
Table, Accessible - Adjustable Height (Electrical) 48"w x 30"d x 22" - 50"h (1 Person) single surface	1	40	40
Table, Children's Slant Top 78"w x 30"d x 21-26"h (6 Person)	2	90	180
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Group Study 66"w x 36"d x 29"h (4 Person)	2	155	310
Table, Group Study 72"w x 48"d x 29"h (6 Person)	1	175	175
Table, Juvenile 60"w x 30"d x 27"h (4 Person)	2	80	160
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	8	85	680
Table, Literacy Tutoring	1	66	66
Table, Reader's 48" diameter x 29"h (4 Person)	8	80	640
Table, Reader's 72"w x 36"d x 29"h (4 Person)	5	90	450



Totals for Item Types

Reader's Seats

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Table, Reader's 72"w x 48"d x 29"h (4 Person)	2	100	200
Table, Reader's 36"w x 30"d x 29"h (1 Person)	10	35	350



Totals for Item Types

Shelving

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	19	18	342
36" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	32	27	864
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	41	18	738
36" Aisle DF 84"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	1	18	18
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	7	18	126
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	94	18	1692
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves 3'W x 12"D unit w/end panels & canopy top	2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	8	12	96
36" Aisle SF 58"H Bookstore Display Shelving 3'W x 20"D w/5 angled shelves	2	21	42
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	12	12	144
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	3	12	36
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	1	12	12
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	3	20	60
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath	12	22	264
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	1	14	14
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelves 3'W x 12"D unit w/ fixed sloping shelf	5	14	70
Moveable Aisle Compact Shelving DF 84"H W/14 Shelves 3'W x 24"D unit w/carriage and rail	32	10	320
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers	4	70	280
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 3'W x 12"D unit	17	12	204



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Art Print	1	0	0
Framed			
Atlas Case	1	25	25
31"w x 25"d x 43"h w/ 5 shelves			
Atlas Case, Child's	1	25	25
32"w x 21"d x 34"h w/ 4 shelves			
Book Bin, Depressible	2	0	0
In Circulation Desk			
Book Bin, Depressible	4	10	40
Book Display Bin	1	50	50
24"d x 42"w x 34"h w/2 bins			
Book Truck	17	10	170
36"w x 24"d			
Box, Cardboard	26	4	104
In transition or storage			
Bulletin Board	9	0	0
Cabinets, Above Counter (Lockable)	17	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	14	0	0
1 linear foot x 24"d			
Cabinets, Full Height (Lockable)	3	5	15
1 linear foot x 24"d			
Carpet Cleaning Machine	1	5	5
Case, In-Wall Display	4	0	0
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Cash Register	1	0	0
Chair, Task	2	0	0
Low back mid-quality with casters 25"w x 25"d			
Change Machine (Bill & Coin)	1	15	15
Wall-mounted, 12"w x 15"d x 22"h			
Children's Craft Counter	1	40	40
6'w x 30"d - against wall			
Children's Play Fixture	1	100	100
Children's play and reading structure			
Cleaning Cart	1	15	15
38"w x 20"d x 38"h			
Clock	8	0	0
Wall-mounted			



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Coat & Hat Rack	1	0	0
Coffee Maker/Urn	1	0	0
Commode	10	0	0
Rest room			
Cot, Sick Bay	1	40	40
27"w x 76"d x 17"h - folding			
Cutting Board, Kitchen	1	0	0
22"w x 18"d x 1"h			
Diaper Changing Counter	3	0	0
36"w x 18"d			
Dictionary Stand	2	10	20
24"w x 14"d x 43"h w/ 3 shelves			
Dictionary Stand, Child's	1	12	12
24"w x 14"d x 35"h w/ 2 shelves			
Directory	1	0	0
Wall-mounted w/ changeable letters - 36" x 24"			
Donor Recognition Wall	1	0	0
Drinking Fountain	2	0	0
18"w x 19"d x 24"h - Built-in			
File Cabinet, Lateral (Four Drawer)	2	20	40
36"w x 18"d x 52"h			
File Cabinet, Lateral (Two Drawer)	2	20	40
36"w x 18"d x 28"h			
File Cabinet, Vertical (Four Drawer)	5	14	70
18"w x 29"d x 52"h			
First Aid Kit	2	0	0
10"w x 3"d x 10"h - Wall-mounted			
Flat File	1	40	40
54"w x 42"d x 36"h - 10 drawers for posters, maps, paper			
Garbage Bin, Interior	1	15	15
Hand Dryer	5	0	0
12"w x 7"d x 10"h - wall-mounted			
Hand Truck	1	4	4
23"w x 18"d x 51"h			
In & Out Board	1	0	0
Staff location			
Key Cabinet	2	0	0
12"w x 5"d x 16"h			



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Label Maker	1	0	0
5'w x 8'd x 4'h			
Locker	5	5	25
Unit 12"w x 12"d x 62"h (Three 20'h lockers)			
Mail Boxes, Staff	1	30	30
72"w x 16"d x 32"h – 24 slots per unit w/ counter			
Microwave Oven	1	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Mirror	1	0	0
Full length			
Mirror, With Shelf	5	0	0
Above counter			
Mop Bucket	1	4	4
20"w x 18"d - On casters w/ mop wringer			
Paper Cup Dispenser	1	0	0
3" diameter x 18"h - Wall-mounted			
Paper Cutter	1	0	0
Paper Towel Dispenser	8	0	0
Wall-mounted			
Plaque, Dedication	1	0	0
Preparation Counter	1	40	40
6'w x 30"d - against wall			
Preparation Counter	1	55	55
8'w x 30"d - against wall			
Presentation Center	1	0	0
48"w x 36"h w/ marker board, tack board, & flip chart			
Puppet Theater	1	50	50
5'w x 7'd			
Queuing Space (Per Person)	16	6	96
Rack, Literature Display Handout	2	0	0
Wall-mounted			
Recycling Bin	3	15	45
Refrigerator	1	20	20
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Safe, Floor	1	0	0
12"w x 14"d x 21"h			
Shelving, DF 58"h Bookstore Display	6	30	180
42" aisles - 3'w x 36"d w/10 angled shelves, wood			



Totals for Item Types Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	8	15	120
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	20	12	240
Sign, Announcement Wall-hung	3	0	0
Sink 36"w x 24"d - In counter	4	18	72
Sink And Counter Rest room	7	0	0
Sink, Mop	1	6	6
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	9	0	0
Stall Rest room	10	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Stool, Kick-Step	14	0	0
Storage Cabinet 36"w x 18"d x 78"h	2	18	36
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Tool Box	1	0	0
Typewriter, Electric 22"w x 18"d x 8"h	1	0	0
Urinal	3	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Vending Machine 40"w x 40"d x 72"h	2	20	40
Video Bin, Depressible	2	10	20
Waste Basket 13"w x 15"d x 15"h	2	0	0
Waste Basket 13"w x 15"d x 15"h	27	4	108
White Board 3' x 4' - erasable marker board	10	0	0
Workstation, Bookstore Service Counter 5'w x 30"d w/ 5' behind desk & 3.5' in front	1	55	55



Totals for Item Types *Staff Workspace*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Cabinets, Above Counter	33	0	0
1 linear foot x 24"d			
Cabinets, Above Counter (Lockable)	6	0	0
1 linear foot x 24" d			
Cabinets, Below Counter	16	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	6	0	0
1 linear foot x 24" d			
Cabinets, Full Height	4	5	20
1 linear foot x 24"d			
Chair, Café	8	0	0
Chair, Conference Room	6	0	0
At conference table - 26"w x 28"d			
Chair, Professional's	1	0	0
Low back high quality with casters			
Chair, Supervisor's	1	0	0
Mid-back mid-quality			
Chair, Task	21	0	0
Low back mid-quality with casters 25"w x 25"d			
Chair, Visitor's	4	15	60
Credenza	1	25	25
60"w x 24"d x 30"h			
Desk, Branch Manager's	1	65	65
66"w x 36"d			
Mat, Anti-fatigue	3	0	0
Paper Sorter & Storage	1	80	80
Stand alone unit			
Sorting table and slotted paper storage combination			
Shelving, SF 66"h Steel W/ 5 Shelves	6	12	72
3'w x 12"d unit			
Shelving, SF 84"h Steel W/ 6 Shelves	9	12	108
3'w x 12"d unit			
Shelving, SF 90"h Steel W/ 7 Shelves	17	12	204
3'w x 12"d unit			
Sofa (2 Seat)	1	55	55
56"w x 32"d			
Table, Café	2	65	130
Staff (4) - 36" diameter			



Totals for Item Types

Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Table, End 30"w x 30"d x 20"h	1	12	12
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	80	80
Typewriter Stand	1	20	20
Workstation, Children's Counter 8'w x 30"d - against wall	1	55	55
Workstation, Children's Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	50	100
Workstation, Circulation Book Return Desk 3'w x 30"d w/ 7' behind desk & 3.5' in front	3	40	120
Workstation, Circulation Check-In Counter 6'w x 30"d - against wall	2	40	80
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Clerical Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	40	160
Workstation, Computer Technician's Counter 4'w x 30"d - against wall	1	30	30
Workstation, Food Preparation Counter 6'w x 30"d - against wall	1	40	40
Workstation, Friends' Work Counter 8'w x 30"d - against wall	1	55	55
Workstation, Literacy Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	40	40
Workstation, Mending Counter 5'w x 30"d - against wall	1	35	35
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	4	80	320
Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	50	150
Workstation, Sorting Counter 10'w x 30"d - against wall	1	70	70



Totals for Item Types *Technology*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Bar Code Reader, Fixed Mount	3	0	0
Bar Code Reader, Hand-Held	4	0	0
Booth (4 Person) Restaurant Style Booth Seating	3	135	405
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Chair, Technology Workstation 21"w x 21"d	37	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	15	0	0
Computer Server, Mini (CPU) Floor-mounted - 24"w x 30"d x 30"h	1	25	25
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	4	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	70	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	17	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	2	50	100
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h	2	0	0
FAX Machine, Desktop Card-Operated 18"w x 17"d x 13"h	1	0	0
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
Instructor's Station, Systems Furniture 36"w x 30"d (1 Person) - sit-down w/ power & data management	1	60	60
People Counter, Electronic Eye	1	0	0
Printer, Dot-matrix	1	0	0



Totals for Item Types *Technology*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Printer, Ink-Jet (B&W)	3	0	0
Printer, Laser (B&W)	7	0	0
Printer, Laser (Color)	1	0	0
Printer, Pin / Tractor Feed W/ Stand 28"w x 20"d x 8"h w/ stand 32"w x 22"d x 30"h on wheels	1	20	20
Printer, Receipt	7	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	2	0	0
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	1	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	2	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	75	75
Self Check-Out Counter 4"w x 30"d - against wall	2	30	60
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	1	0	0
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	15	30	450
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	2	40	80
Technology Carrel 61"w x 30"d (2 Person) sit-down w/ power & data management	3	50	150
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	3	45	135



Totals for Item Types Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Technology Counter 36"w x 30"d (1 Person) stand-up - against wall w/ power & data management	2	20	40
Technology Counter 41"w x 30"d (1 Person) sit-down - against wall w/ power & data management	7	30	210
Technology Station 36"w x 30d (1 Person) stand-up - against stackend w/power & data	7	20	140
Technology Training Table, Computer Lab 72"w x 30"d (2 Person) sit-down	10	50	500
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	1	28	28
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	20	0	0
TV Monitor, 32" 36"w x 24"d x 27"h	1	0	0
Uninterruptible Power Supply (UPS), Single Device Desktop or Rack-mounted	1	0	0
Vendor Card Encoder/Dispenser Wall-mount	1	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0



Project Cost Estimate

Victoria Gardens Library Plus Eligible Multip

**BUILDING
SQFT: 26,153**

<u>Budget Activity</u>	<u>Cost</u>
New Construction	\$5,570,589
Site Development	\$3,151,200
Site Acquisition	\$387,750
Furniture & Equipment	\$965,000
Technology Cabling	\$75,000
Signage	\$68,080
Works of Art	\$55,000
Architectural & Engineering Fees	\$742,600
Construction Management	\$160,000
Planning & Administration	\$85,582
Library Materials Acquisition	\$1,744,000
Contingency	\$573,022
Project Cost Subtotal	\$13,577,823
Inflation	\$159,302
Project Cost Estimate Total:	\$13,737,125



Cost Summary for all Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
Art Print Framed	1	\$800	\$800
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	\$1,600	\$1,600
Atlas Case, Child's 32"w x 21"d x 34"h w/ 4 shelves	1	\$1,500	\$1,500
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	\$475	\$475
Bar Code Reader, Fixed Mount	3	\$1,000	\$3,000
Bar Code Reader, Hand-Held	4	\$1,000	\$4,000
Book Bin, Depressible In Circulation Desk	6	\$900	\$5,400
Book Display Bin 24"d x 42"w x 34"h w/2 bins	1	\$400	\$400
Book Truck 36"w x 24"d	17	\$500	\$8,500
Booth (4 Person) Restaurant Style Booth Seating	3	\$1,000	\$3,000
Box, Cardboard In transition or storage	26	\$0	\$0
Bulletin Board	9	\$280	\$2,520
Cabinets, Above Counter 1 linear foot x 24"d	33	\$300	\$9,900
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	23	\$325	\$7,475
Cabinets, Below Counter 1 linear foot x 24"d	16	\$400	\$6,400
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	20	\$425	\$8,500
Cabinets, Full Height 1 linear foot x 24"d	4	\$600	\$2,400
Cabinets, Full Height (Lockable) 1 linear foot x 24"d	3	\$625	\$1,875
Carpet Cleaning Machine	1	\$800	\$800
Carrel, Reader's Wood 42"w x 30"d (1 Person) w/ power & data management & task light	7	\$1,800	\$12,600
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	4	\$2,500	\$10,000
Cash Register	1	\$600	\$600



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	\$230	\$230
Chair, Café	8	\$200	\$1,600
Chair, Child's 14"w x 13"d x 10-16"h	12	\$200	\$2,400
Chair, Child's Stacking 14"w x 14"d	24	\$100	\$2,400
Chair, Conference Room At conference table - 26"w x 28"d	6	\$650	\$3,900
Chair, Group Study At table or counter - 21"w x 21"d	14	\$400	\$5,600
Chair, Juvenile 16"w x 16"d x 16-18"h	40	\$200	\$8,000
Chair, Lounge 36"w x 36"d	4	\$1,200	\$4,800
Chair, Professional's Low back high quality with casters	1	\$400	\$400
Chair, Reader's 21"w x 21"d	87	\$400	\$34,800
Chair, Rocking 20"w x 31"d	1	\$500	\$500
Chair, Supervisor's Mid-back mid-quality	1	\$450	\$450
Chair, Task Low back mid-quality with casters 25"w x 25"d	23	\$350	\$8,050
Chair, Technology Workstation 21"w x 21"d	37	\$400	\$14,800
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	15	\$350	\$5,250
Chair, Visitor's	4	\$500	\$2,000
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	\$0	\$0
Children's Craft Counter 6'w x 30"d - against wall	1	\$1,500	\$1,500
Children's Play Fixture Children's play and reading structure	1	\$3,000	\$3,000
Cleaning Cart 38"w x 20"d x 38"h	1	\$90	\$90
Clock Wall-mounted	8	\$150	\$1,200
Coat & Hat Rack	1	\$350	\$350
Coffee Maker/Urn	1	\$150	\$150



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Inventory Items:</u>			
Commode	10	\$0	\$0
Rest room			
Computer Server, Mini (CPU)	1	\$10,000	\$10,000
Floor-mounted - 24"w x 30"d x 30"h			
Computer, OPAC Desktop	4	\$1,200	\$4,800
CPU, w/ monitor, keyboard & mouse			
Computer, Public Desktop	39	\$1,200	\$46,800
CPU, w/ monitor, keyboard & mouse			
Computer, Public Desktop	31	\$2,500	\$77,500
CPU, mouse & keyboard, w/15" flat plasma monitor			
Computer, Staff Desktop	17	\$1,600	\$27,200
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Console, Computer System	1	\$350	\$350
Video monitor & keyboard w/ direct connection to server or minicomputer			
Copier, B&W Freestanding	2	\$4,500	\$9,000
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Copier, Color Freestanding	1	\$0	\$0
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Cot, Sick Bay	1	\$75	\$75
27"w x 76"d x 17"h - folding			
Credenza	1	\$2,000	\$2,000
60"w x 24"d x 30"h			
Cushion, Floor	40	\$75	\$3,000
16"w x 16"d			
Cutting Board, Kitchen	1	\$20	\$20
22"w x 18"d x 1"h			
Desk, Branch Manager's	1	\$2,200	\$2,200
66"w x 36"d			
Diaper Changing Counter	3	\$0	\$0
36"w x 18"d			
Dictionary Stand	2	\$1,200	\$2,400
24"w x 14"d x 43"h w/ 3 shelves			
Dictionary Stand, Child's	1	\$1,250	\$1,250
24"w x 14"d x 35"h w/ 2 shelves			
Directory	1	\$600	\$600
Wall-mounted w/ changeable letters - 36" x 24"			
Donor Recognition Wall	1	\$15,000	\$15,000
Drinking Fountain	2	\$0	\$0
18"w x 19"d x 24"h - Built-in			
DSU/CSU Telecommunications Device	1	\$1,200	\$1,200
6"w x 12"d x 3"h - Connects computer system to telephone system			



Furniture and Equipment**UNIT
QTY****UNIT
COST****EXTENDED
COST****Inventory Items:**

FAX Machine, Desktop 30"w x 17"d x 21"h	2	\$800	\$1,600
FAX Machine, Desktop Card-Operated 18"w x 17"d x 13"h	1	\$0	\$0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	\$700	\$1,400
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	\$600	\$1,200
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	5	\$650	\$3,250
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	\$50	\$50
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	2	\$50	\$100
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	1	\$2,500	\$2,500
Garbage Bin, Interior	1	\$50	\$50
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	5	\$0	\$0
Hand Truck 23"w x 18"d x 51"h	1	\$150	\$150
In & Out Board Staff location	1	\$100	\$100
Instructor's Station, Systems Furniture 36"w x 30"d (1 Person) - sit-down w/ power & data management	1	\$1,400	\$1,400
Key Cabinet 12"w x 5"d x 16"h	2	\$140	\$280
Label Maker 5"w x 8"d x 4"h	1	\$90	\$90
Literacy Tutoring Counter 9'w x 30"d (2 Person)- against wall	1	\$2,250	\$2,250
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	5	\$0	\$0
Mail Boxes, Staff 72"w x 16"d x 32"h - 24 slots per unit w/ counter	1	\$850	\$850
Mat, Anti-fatigue	3	\$125	\$375
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	\$300	\$300
Mirror Full length	1	\$300	\$300
Mirror, With Shelf Above counter	5	\$0	\$0

